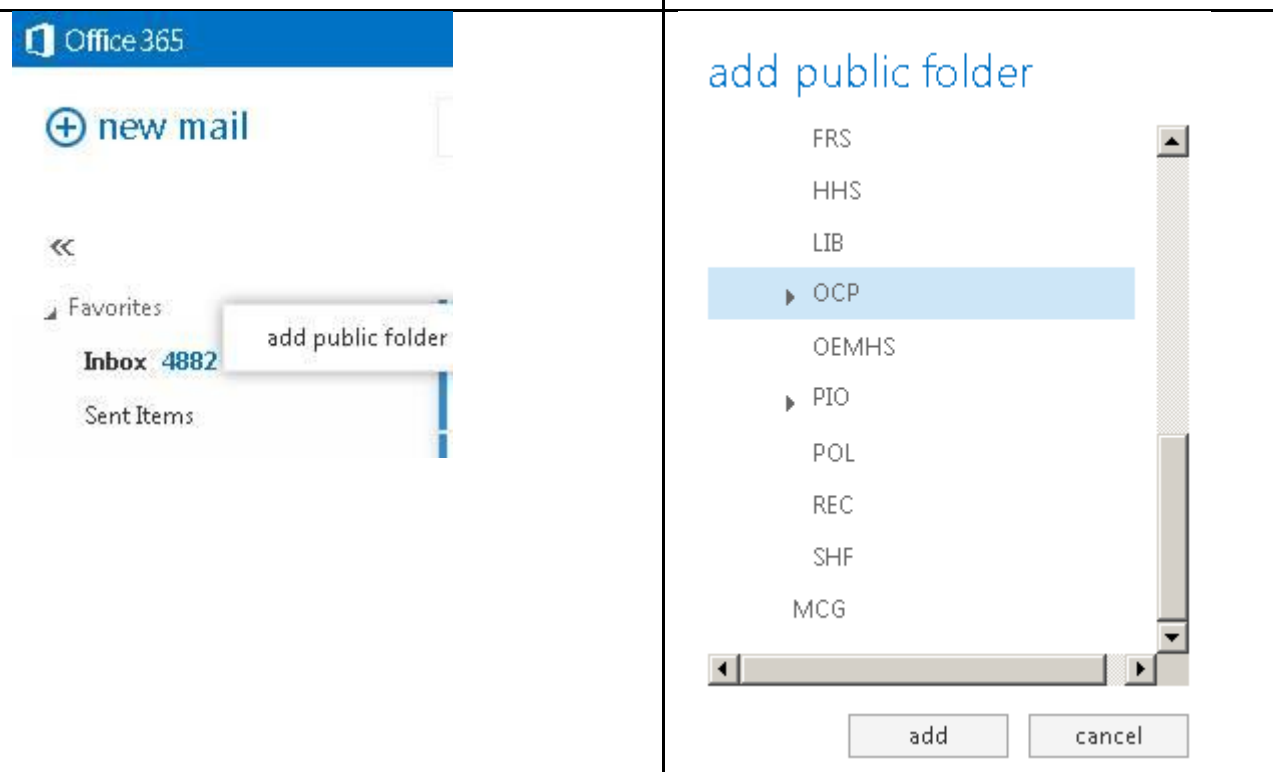


Accessing Public and Shared Folders from OWA 2013

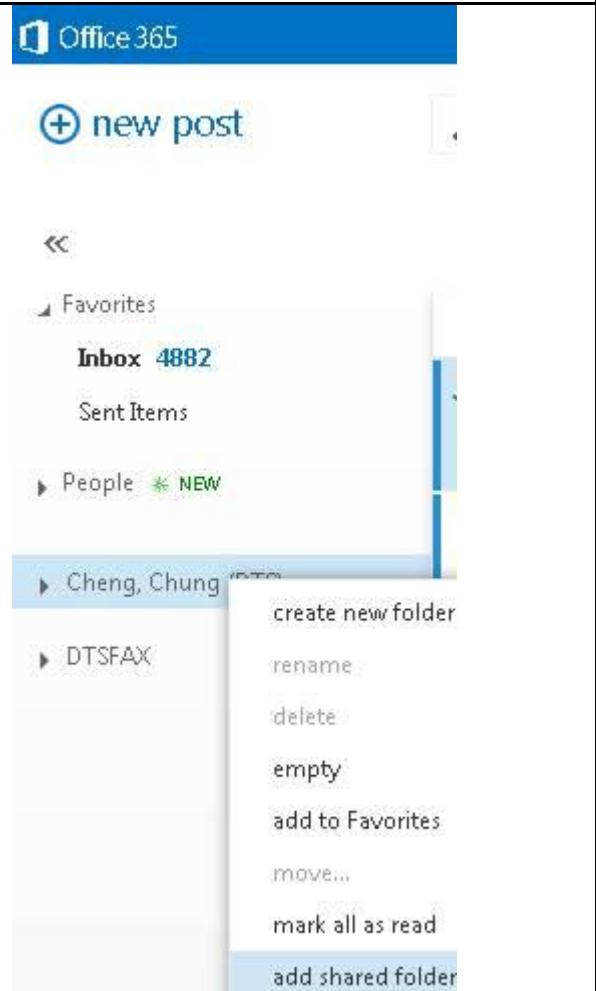
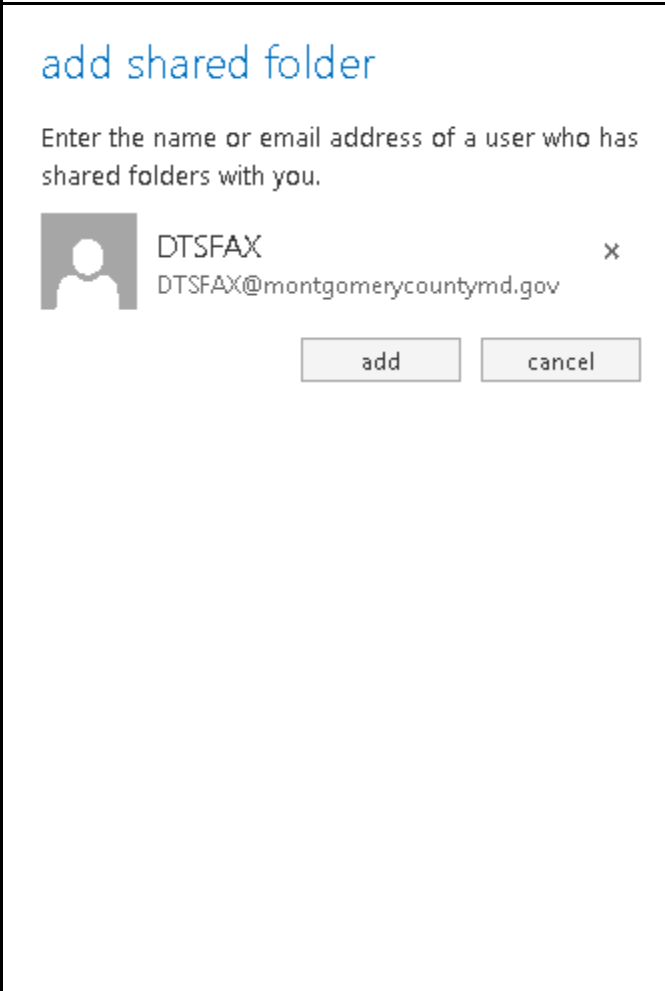
When Department Public Folders and Shared folders to Office 365 they need to be attached to OWA 2013 for use.

The method to attach/access a Public Folder is as follows:

- | | |
|---|---|
| <ol style="list-style-type: none">1. Login to OWA
http://Office365.MontgomeryCountyMD.gov2. Right Click on the Favorites → add public folder | <ol style="list-style-type: none">3. Select the Public Folder you would like to add as favor → Add4. You may repeat this process to add more Sub-Public Folder as needed |
|---|---|



The method to attach/access a Shared Folder is as follows:

1.Right-Click on your Name → add shared folder...	2.Search for the Resource Mailbox by the display name → Add
 A screenshot of the Office 365 web interface. The left sidebar shows the navigation pane with 'Inbox 4882' and 'Sent Items' under 'Favorites', and 'People' with a 'NEW' tag. Below 'People', a user named 'Cheng, Chung' is selected, and a context menu is open. The menu options are: 'create new folder', 'rename', 'delete', 'empty', 'add to Favorites', 'move...', 'mark all as read', and 'add shared folder'. The 'add shared folder' option is highlighted at the bottom of the menu.	 A screenshot of the 'add shared folder' dialog box. The title is 'add shared folder'. Below the title, it says 'Enter the name or email address of a user who has shared folders with you.' There is a search input field with a placeholder icon. Below the input field, the search results show a user named 'DTSFAX' with the email address 'DTSFAX@montgomerycountymd.gov'. To the right of the email address is a close button (X). At the bottom right, there are two buttons: 'add' and 'cancel'.